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STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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MONTGOMERY, ALABAMA 36130-1410
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JIM REDDOCH, J.D.,
COMMISSIONER

November 8, 2012

Dear Vendor:

The Alabama Department of Mental Health (DMH) is requesting proposals to provide ***Evaluator Services*** to support the *Strategic Prevention Framework State Incentive Grant (SPF-SIG)*. Proposals will be accepted until the closing date and time of **Friday, December 14, 2012 at 4:30 pm**.

The submission of proposals does not guarantee an award of a contract. Any contract resulting from this proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the contracting Facility.

When submitting a proposal, please read the entire contract proposal document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature.

Proposals may be sent via Regular Mail or Express/Overnight Mail or hand delivered by the RFP closing date and time. **Emailed or faxed responses are not accepted.**

Sincerely,

Joey Kreauter, Director
Office of Contracts & Purchasing

Request for Proposal (RFP)

The Alabama Department of Mental Health (DMH), Division of Mental Health and Substance Abuse Services (DMHSAS), Office of Prevention is seeking proposals from qualified firms and/or individuals to provide **Evaluator Services** to support the Strategic Prevention Framework State Incentive Grant (SPF-SIG).

Contract services are currently available: Statewide.

Organization:

Alabama Department of Mental Health

Apply by:

Friday, December 14, 2012 at 4:30 pm. *The RFP must be received in the Office of Contracts & Purchasing by the listed date and time.*

Emailed or faxed responses are not accepted.

Contact Information:

Leola Rogers
Office of Contracts & Purchasing
Alabama Department of Mental Health
RSA Union Building
100 North Union Street, Suite 570
Montgomery, AL 36104
Telephone Number (334) 353-7440
Fax Number (334) 353-7090
Email: leola.rogers@mh.alabama.gov

Submit all RFP questions in writing to the email above.

Deadline to submit any questions is November 22, 2012.

The following may not respond to this Request for Proposals (RFP):

- Employees of DMH.
- DMH Certified Prevention Providers.

I. INTRODUCTION

The Alabama Department of Mental Health, hereinafter, referred to as DMH, was established by Alabama Acts 1965, No. 881, section 22-50-2. Its purpose is to provide for the diagnosis, treatment, rehabilitation, follow-up care, prevention and research into causes of all forms of mental or emotional illness, which includes alcoholism, drug addiction, epilepsy, and intellectual disabilities. DMH has the statutory authority to supervise, coordinate, and establish standards for all operations and activities of the state related to mental health and the provision of mental health services.

The DMH and the DMHSAS desires to contract with an experienced individual and/or entity to conduct program evaluation to support the SPF-SIG. The SPF-SIG is a cooperative agreement between the state and the federal government to change and enhance the system of Prevention services. The state of Alabama has received a five (5) year award to work collaboratively with state partners and communities. Currently, Alabama is in the third year of the SPF-SIG process. Up to \$96,203 has been made available to fund the evaluation services to support the SPF-SIG.

II. BACKGROUND

The SPF-SIG is built on a community-based approach to prevention and a series of implementation principles that can be operationalized at the Federal, State and community levels. The SPF-SIG is an infrastructure and service delivery grant program sponsored by the Substance Abuse Mental Health Services Administration (SAMHSA). The program supports an array of activities to help states and communities build a solid foundation for delivering and sustaining effective substance abuse prevention services and reducing substance abuse problems. Grantees will utilize the SPF five-step process to develop comprehensive plans for prevention infrastructure and systems at the state level. Below is an explanation of the five (5)-step process:

- *Assessment* consists of data collection and use to identify substance abuse related problems; gathering experienced individuals to discuss methods to solve the problems; setting priorities; and deciding what resources the state will need to be ready to move forward with a strategic plan.
- *Capacity* involves individuals identifying resources to address needs pointed out by the data; creating partnerships with key state and community leaders who can help to create a strategic plan; as well as providing training and education for leaders.
- *Planning* consists of the development a strategic plan based on data collection that addresses priority substance abuse related problems.
- *Implementation* is where everything is to be put into action from steps 1-3 and implemented.
- During *Evaluation*, there is a continuation of the process to measure the impact of the strategic plan; analyze data; and identify areas for improvement.

Each sub-recipient will provide a comprehensive array of promotion, prevention and early intervention strategies, which are data-focused, community-designed and driven using locally identified risk and protective factors; based on concepts and strategies that are proven effective in prevention of behavioral health concerns; and with clearly defined and measurable outcomes. Ultimately, the Alabama SPF-SIG will assist and support selected sub-recipient communities to implement effective programs, policies and practices to prevent and/or reduce the identified priority, underage drinking.

Three (3) over-arching goals of the SPF are to provide states, territories, and tribes to facilitate the following goals:

- Prevent the onset and reduce the progression of substance abuse, including childhood and underage drinking;
- Reduce substance abuse-related problems; and

- Build prevention capacity and infrastructure at the State, tribal, territory, and community level.

Community applicants will undertake two tasks: (1) learn about and assimilate the requirements of the five steps underlying the SPF and (2) describe how they (applicants) propose to implement each step in their SPF-SIG applications. The principles provide guidelines for each step of the process, from strategic planning and capacity building, through evaluation and sustainability. These principles are intended to promote a comprehensive, systems oriented approach to prevention in Alabama.

- The SPF promotes a systems-based approach to substance abuse prevention: Communities and prevention providers work to support the development of a system that has both long and short term effects on bringing down the rates of substance abuse. This process involves gradual change over a long period of time. The state and communities must work together strategically to foster the principles of cultural competency and sustainability throughout the SPF process.
- The SPF allows the state and communities to build capacity and sustain a culturally-competent infrastructure: The SPF affords states the opportunity to assess and mobilize community capacity by engaging workforce, financial, and organizational resources to build prevention infrastructure. In working with diverse populations, the principles of cultural competence can ensure that environments as well as relationships are built on inclusion and mutual respect. By addressing sustainability, states and communities can ensure longevity of prevention systems and their program outcomes.
- The SPF is an example of outcomes based prevention: The SPF is designed to systematically collect, analyze, interpret, and apply findings from epidemiological and community readiness data about substance use and consequences. Understanding the nature and extent of consumption and consequences from the beginning is critical. This data driven process guides that state and the community level efforts in identifying problems and setting priorities to determine the selection of policies, practices and programs that can best address issues affecting the health and well-being of communities.
- The SPF requires evidence based programs, policies and practices as the basis for program implementation: Evidence-based principles are approaches and strategies that have been found to be effective in reducing the impact of social and population-based substance abuse issues. An evidence-based practice (EBP) refers to approaches to prevention or treatment that are validated by some form of documented research evidence. States and communities are required to implement evidence-based programs to ensure accountability and effectiveness in community-level prevention efforts.
- The SPF encourages community level change: Communities support what they help to create, and local people solve local problems. Within the community, the SPF-SIG takes a public health approach to preventing substance related problems. This approach focuses on population-level change (change among groups that have one or more personal or environmental characteristics in common). Implementing the SPF via the five steps gives

the state and the communities the tools to determine the substance abuse problems affecting their constituents and the most effective strategies to address them.

- The SPF requires states to address substance abuse issues across the life span: States and communities are encouraged to examine substance abuse related issues and consequences among youth as well as adults. Since community perceptions and norms impact youth behavior, addressing substance abuse related problems across the life span will sustain health behaviors over time.

With guidance and support from the SPF-SIG Management Team, SPAB, AEOW, and the Epi Workgroup, there have been several accomplishments to take place thus far to progress the Alabama SPF-SIG into the implementation phase. With state and community epidemiological profiles, a needs assessment was conducted that identified potential problems for the state of Alabama. Further examination lead to the identification of underage drinking as the main priority to prevent and/or reduce. The top twenty (20) highest need counties in the state have been selected and a strategic plan has been developed and submitted for which prevention providers in these various counties will have to follow. Other activities that have occurred during the first three steps of the SPF-SIG include a SPF Immersion training, a survey to assess the prevention system in the state, development of a strategic plan outline, attendance at SPF-SIG related meetings and conferences, tracking deliverables, as well as conducting presentations to familiarize community members with the SPF-SIG process.

III. TARGET POPULATION

The SPF SIG Evaluator will target evaluative efforts to SPF-SIG Sub-recipients in the following counties: Baldwin, Clarke, Coosa, Covington, Dale, Escambia, Geneva, Greene, Henry, Houston, Lowndes, Marengo, Monroe, Perry, Pickens, Sumter, Tallapoosa, Walker, Washington, and Wilcox. The sub-recipients in these counties will utilize the SPF to address *underage drinking*.

IV. GOALS

The Alabama SPF-SIG Evaluator is expected to operate within the Guiding Principles for Evaluators. The American Evaluation Association has identified the following principles:

- Conduct systematic, data-based inquiries about whatever is being evaluated;
- Provide competent services;
- Ensure the honesty and integrity of the entire evaluation process;
- Respect the security, dignity and self-worth of the respondents, program participants, clients and other stakeholders with whom they interact; and
- Articulate and take into account the diversity of interests and values that may be related to the general and public welfare.

With regard to the first two principles listed, the Alabama SPF-SIG Evaluator will be expected to have both training and experience that equips them to:

1. Develop appropriate evaluation designs (e.g., experimental, quasi-experimental) based on meaningful evaluation questions;
2. Evaluate the technical characteristics of assessment instruments and protocols and help staff select appropriate instruments;
3. Develop valid and reliable surveys, interview protocols, or other desired instruments;
4. Implement the collection and management of evaluation data;
5. Analyze quantitative and qualitative data;
6. Write evaluation reports and communicate findings to diverse audiences; and
7. Translate findings into specific program recommendations.

The Alabama SPF-SIG Evaluator shall provide all services and deliverables as required to fulfill all of the obligations required, described and detailed by a scope of services and additional requirements that may arise as the SPF-SIG progresses. The Evaluator shall meet all service and delivery timelines specified in a timely manner. The Evaluator will be required to take direction, guidance, and instructions from the Center for Substance Abuse Prevention (CSAP) along with DMHSAS staff that comprises the SPF-SIG management team in accordance with all required documentation and deliverables necessary to meet all obligations set forth by the SPF-SIG.

Service Definitions:

- A. The Evaluator in collaboration with the State shall provide their expertise in terms of evaluation, needs assessment, data driven decision making, and sustainability support to the community coalitions and other prescribed federal grant activities.
- B. The Evaluator will work closely with the overall tenets and requirements of the SPF-SIG data goals.
- C. The Evaluator will conduct state and community level process and outcome evaluation activities and prepare related reports.
- D. The Evaluator will provide technical assistance on process and outcome evaluation.
- E. The Evaluator will provide expertise to the state Epidemiological workgroup on data related documents, reports and deliverables.
- F. The Evaluator will attend and participate in meetings, trainings, and conferences.
- G. The Evaluator will provide ongoing feedback to DMHSAS staff, the State Prevention Advisory Board (SPAB), the Alabama Epidemiological Outcomes Workgroup (AEOW), the Evidence-based Practice (EBP) Workgroup, and other entities as needed.

Local Project Evaluation: With steps 1 and 2 complete, and step 3 initiated with the process of selecting strategies to impact community conditions there is also a need to begin the development of a project evaluation, with clear and measurable outcomes. The evaluation plan should serve as a blueprint by which the applicant will evaluate the progress of the proposed strategies. All strategies must identify how they will be measured. The evaluation plan should address each of the following questions:

Outcome Questions:

- What was the effect of intervention on participants?
- What program/contextual factors were associated with outcomes?
- What individual factors were associated with outcomes?

- How durable were the effects?

Process Questions:

- How closely did implementation match the plan?
- What types of deviation from the plan occurred?
- What led to the deviations?
- What effect did the deviations have on the planned intervention and evaluation?
- Who provided (program staff) what services (modality, type, intensity, duration), to whom (individual characteristics), in what context (system, community), and at what cost (facilities, personnel, dollars?)

The SPF-SIG includes a national cross-site evaluation and a statewide evaluation that will address all five (5) steps of the SPF. During Phase I, the SPF-SIG Evaluator will provide training and technical assistance to community grantees that will include specific elements of the national and state evaluations and how communities will participate in data collection activities. The training will also provide information about how communities will be able to receive the results of national and state evaluation so they can use these findings to improve their work. Training will include technical assistance to grantees on preparing logic models and evaluation plans for carrying out Steps 4 and 5 of the SPF (Implementation and Evaluation). Once grantees select strategies (Step 3) they will develop detailed evaluation plans as part of their strategic plan. The evaluation plans will include both process and outcome evaluation, and will be derived from logic models and implementation plans. The process evaluation will measure implementation and program fidelity by assessing which activities were carried out and the quality, strengths and weaknesses of the implementation. The outcome evaluation will assess outcomes related to the project's desired results and indicators. The evaluation plans must also address National Outcome Measures (NOMS) pertaining to prevention that are required by SAMHSA.

A. RESPONSIBILITIES DURING IMPLEMENTATION PHASE

- Maintaining the EBP Workgroup over the life of the SPF-SIG grant;
- Providing infrastructure and other necessary support to local stakeholders in selecting and implementing policies, programs and practices proven to be effective in research settings and communities;
- Ensuring community implementers make culturally competent adaptations without sacrificing the core elements of the policies, programs and practices;
- Prepare logic models and develop full evaluation plans;
 - Evaluation plans will include both process and outcome evaluation, and will be derived from logic models and implementation plans.
 - Evaluation plans must also address NOMS pertaining to prevention that are required by SAMHSA.
- Create a process for selecting sub-recipients;
- Train sub-recipients;
- Familiarization with the Prevention Management Reporting & Training System and reporting requirements;
- Identify process data;
- Collect pre-implementation data; and

- Acquire relevant materials.

B. RESPONSIBILITIES DURING EVALUATION PHASE

- Provide ongoing monitoring and evaluation of all SPF-SIG activities, including ongoing consultation and collaboration with the SPF-SIG management team;
- Collect required data;
- Provide training and technical assistance (T/TA) regarding data collection and performance measurement to local communities;
- Assess program effectiveness, ensure service delivery quality, identify successes, encourage needed improvement, and promote sustainability of effective policies, programs and practices;
- Provide federally required performance data to the SAMHSA on a regular basis;
- Create evaluation reports and updates;
- Be prepared to adjust implementation plans based on the results of monitoring/evaluation activities;
- Familiarization with the Prevention Management Reporting & Training System and reporting requirements;
- Follow state evaluation expectations;
 - Coordinate data collection as much as possible with the Epidemiological Workgroup;
 - Collect and report data on SAMHSA's NOMs at all relevant levels;
 - Do a good state-level evaluation;
 - Provide quarterly reports, including evaluation information; and
 - Participate in cross-site evaluation, including site visits and providing data to the CSAP.
- Establish answers to the SPF evaluation questions;
 - Within state, did SPF funding lead to community-level improvement on NOMs and other outcomes?
 - Within state, what accounted for variation in NOMs and other outcomes performance across funded communities?
 - Across state, did SPF funding lead to community-level improvement on NOMs and other outcomes?
 - Across state, what accounted for variation in NOMs and other outcomes performance across funded communities?

C. IMPLEMENTATION OF SPF AT THE STATE LEVEL

- Constantly evaluate state-level systems change processes, as well as sub-grantee evaluation activities.
- Evaluator will use these reports in their process evaluation to provide ongoing feedback for program improvement.
- Evaluator will develop standardized pre- and post-test survey instruments to capture necessary state, local, and program level process and outcome data. Surveys will be distributed to SPF sub-grantees using specially designed NCS "Bubble Sheets."
- Evaluator will regularly monitor sub-grantee survey activity, develop survey protocols, and provide regular feedback to ABC staff and the AEOW. Data results will be used to monitor the need for changes in program implementation.

- Evaluator will provide annual sub-grantee program performance feedback.
- Familiarization with the Prevention Management Reporting & Training System and reporting requirements;

D. IMPLEMENTATION OF SPF AT THE *COMMUNITY* LEVEL

- When necessary, the Evaluator will assist sub-grantees in collecting performance data by developing standardized pre- and post-test survey instruments. Surveys will be distributed to sub-grantees using specially designed NCS “Bubble Sheets.”
- Evaluator will regularly monitor sub-grantee survey activity, develop survey protocols, and provide regular sub-grantee program performance feedback to ABC staff and the AEOW.
- Data results will be used to monitor the need for changes in program implementation and to satisfy the GPRA and NOMs requirements.
- Evaluator will distribute results to sub-grantees and prepare state level reports.
- Familiarization with the Prevention Management Reporting & Training System and reporting requirements.

V. CONTRACTUAL LIMITATIONS

Any and all contracts resulting from this RFP shall be annual, expiring with the end of the state fiscal year, which is September 30. All contracts shall be subject to availability of funds and continuation of this project. Should the funding or service requirements relative to this project be altered, contracts will be amended, accordingly.

VI. VENDOR ELIGIBILITY

Applicants must meet the following characteristics and abilities criteria in order to submit a proposal in response to this RFP:

1. Ph.D. degree (or equivalent) in social science, public health, or a related area;
2. A minimum of 10-years experience in program evaluation;
3. Experience in evaluating substance abuse prevention programs at the community level;
4. Ability to write a comprehensive evaluation report (e.g., literature review, methods, analysis, conclusions);
5. Ability to conduct a reasonably rigorous evaluation;
6. Objectivity (i.e., the absence of any roles or relationships that might pose a conflict of interest with their role as an evaluator);
7. Knowledge of database and data systems design;
8. Proficiency with statistical software (e.g., SPSS, SAS, STATA);
9. Understanding of Federal and State reporting requirements;
10. Knowledge of Federal and local regulations regarding the protection of human subjects (e.g., Institutional Review Board regulations and applications);
11. Familiarity with the development of logic models, strategic plans, and evaluation plans;
12. Experience evaluating complex programs;
13. Ability to work collaboratively with community representatives;
14. Sensitivity and competence in working with diverse target populations;

15. Enthusiasm and demonstrated interest in the project;
16. Prior experience and demonstration of experience with the SPF is desired;
17. Excellent writing skills; and the
18. Ability to assist various audiences in interpreting and understanding evaluation findings and their implications for program improvement.

VII. PROPOSAL REQUIREMENTS

The DMH, DMHSAS, Office of Prevention desires to fund Evaluator Services with an individual and/or entity to conduct program evaluation to support the SPF-SIG.

The proposal shall be developed following the outline below. Each section, A-D, in the Statement of Work must be addressed, and appendices provided where indicated.

The information provided under each heading explains the intent of the section and/or describes the minimum information you are required to provide. Although minimum requirements must be addressed, it is the responsibility of the applicant to insure that each response thoroughly describes the strategies, and approaches, or provides other relevant information to insure that the topic of the section is fully and distinctly addressed.

Information in **Bold Type** in each section provides the evaluation criteria for review and scoring of the application. The proposal should be single-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should **not exceed the page requirements listed below.**

STATEMENT OF WORK

A. Cover Page

Applicants should provide a cover page that includes:

- The name of the firm or individual;
- Contact person;
- Address, phone number, fax number, and email of the contact person; and
- Date of submission.

Not to exceed one (1) page. Review Criteria: 5 Points

The applicant organization provides the listed requirements within the page limit specified.

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B. Evaluation Plan

Applicants must provide an evaluation plan that includes:

- a detailed description and understanding of the SPF and the criticality of evaluation to the SPF SIG;
- a description of ability to address the responsibilities during each phase of implementation;
- a listing of all staff who will work on the project, specifying assignments of all key personnel;

- examples of prior work in program evaluation (to include any SPF experience), including a summary of experience with various evaluation methods and the names and contact information for three former clients as references; and
- current vitae for key personnel and statements regarding current/pending support. (Vitae(s) should be designated in a separate appendix as Appendix I and this appendix does not count against the page limits.)

Not to exceed 10 pages. Review Criteria: 40 Points

The plan is clear, containing appropriate plans and procedures to meet responsibilities and deliverables. The listed requirements are included within the page limit specified.

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C. Evaluation Team Qualifications

Evaluation team includes key personnel with:

- experience in designing and conducting evaluations to include, but not be limited to, the preparation/administration of questionnaires, preparation/administration of evaluation instruments, analysis of evaluation results;
- demonstrated extensive knowledge and understanding of the SPF;
- experience in conducting formative and summative evaluations and using appropriate methods and techniques;
- experience in providing sound, reliable, and meaningful information to be used in making thoughtful and reasonable recommendations and decisions;
- experience in evaluating collaborative initiatives;
- experience in conducting presentations and facilitating training; and the
- proposal includes the names and contact information of three former clients as references.

Not to exceed 5 pages. Review Criteria: 40 Points

The team qualifications are clearly demonstrated, addressing the requirements within the page limit specified.

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D. Budget

Please provide a detailed, line item annual budget for this project.

- All expenditures shall be identified by individual line items (i.e. personnel, fringe benefits, travel, equipment, supplies, consultants/contracts, other, etc.);
- Budget includes minimum administrative overhead;
- A listing of all personnel, by position, that will contribute in any way to the operation of this project, salaries, fringe benefits, and full-time equivalency status;
- All proposed costs are justifiable; and
- A narrative budget justification for each line item. (The budget will be designated separately as Appendix II.)

Review Criteria: 15 Points

The budget reflects realistic and justifiable cost for the provision of Evaluation services.

VIII. REVIEW CRITERIA

The DMH reserves the right to request necessary amendments, reject any and all proposals received, or cancel this RFP according to the best interest of the DMH.

The DMH, also, reserves the right to waive any informalities in this process, providing such is in the best interest of the DMH. Where the DMH may waive any informalities, such waiver shall in no way modify the RFP requirements or excuse the applicant from full compliance with the contract.

All proposals, which satisfactorily meet the submission requirements specified in item “IX” below, will be evaluated based upon the criteria indicated in each section of the Statement of Work.

IX. SUBMISSION REQUIREMENTS

Proposals shall be submitted in the following written format:

- **COVER PAGE:**
Shall include the name of the firm or individual, contact person, address, phone number, fax number and email of the contact person, and date of submission.
- **TABLE OF CONTENTS:**
Page numbers shall be listed for each of the major sections of the proposal, including all items listed under the Statement of Work, and for each Appendix.
- **STATEMENT OF WORK:**
Each item listed in the RFP under the statement of work must be addressed.
- **LITERATURE CITATIONS:**
Complete citations shall be provided for any literature referenced in your proposal.
- **APPENDICES:**
Include each appendix listed in the guidelines for the Statement of Work.

Questions relative to this RFP must be received, in writing, no later than November 22, 2012. Questions should be mailed to the above address or emailed to leola.rogers@mh.alabama.gov.

In the event it becomes necessary to revise any portion of the RFP, DMH will post these changes on its web site: www.mh.alabama.gov.

This announcement does not commit DMH to award a contract or pay any costs incurred in the preparation of proposals. DMH reserves the right to accept or reject, in whole or in part all proposals submitted, and/or to cancel this announcement. The contract award(s) shall be based upon the proposal(s) most advantageous to DMH.

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Proposal Content

Instructions must be followed or responses will not be graded.

Each proposal is to contain **specific responses** to each of the requests listed in section **A-D**, and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible.

Submit the response as instructed in the proposal.

One original and **three copies** of your proposal must be received at the following address no later than **4:30 pm** on **Friday December 14, 2012**.

AL DMH
Office of Contracts & Purchasing
RSA Union Building
100 North Union Street, Suite 570
Montgomery, AL 36104

Proposals must be clearly marked **Evaluator Services for DMH**. All proposals received after the deadline will be returned unopened. **Postmarks of the date mailed are insufficient.**

The DMH assumes no responsibility for expenses incurred in the preparation of the proposal. The DMH reserves the right to reject any and all proposals. Additionally, the DMH reserves the right to waive irregularities in any proposals and request clarification of any information, and negotiate with the agency/firm submitting the best proposal to secure more favorable conditions.

Evaluation Process

A review committee will examine each eligible proposal submitted. The DMH may elect to conduct interviews with finalists. DMH expects a final selection on or around January 4, 2013.

Evaluation Criteria

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the review committee will rate responses according to the following ways:

STATEMENT OF WORK	Page Limit	Total Points Available
A. Cover Page	Not to exceed 1 page	5 Points
B. Evaluation Plan	Not to exceed 10 pages	40 Points
C. Evaluation Team Qualifications	Not to exceed 5 pages.	40 Points
D. Budget	NA	15 Points

Selection Criteria

Selection shall be based on the factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the evaluation plan and team qualifications to meet the evaluator requirements.
2. Resources available to perform the work, including any specialized experience with the SPF.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Familiarity with the SPF.
5. Ability to meet deliverables and provide services to the outlined sub-recipients.
6. Ability and proven history in handling special project contracts.